

COMMISSION MEETING MINUTES
March 24, 2015

The Board of Davis County Commissioners met on March 24, 2015 at 10 am in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Members present were: Commissioner P. Bret Millburn - Chair, Commissioner John Petroff, Jr., Commissioner Jim Smith, Clerk/Auditor Curtis Koch, Chief Deputy Civil County Attorney Neal Geddes, and Deputy Clerk/Auditor Janet Hanson.

Agenda as posted

Davis County Commission Meeting agenda as posted:

OPENING

Pledge of Allegiance – Eagle Scout McKay Tanner

RECOGNITIONS, PRESENTATIONS AND INFORMATIONAL ITEMS

Bid openings for Autumn Glow HVAC Replacement

Bid openings of Surplus Tax Sale Properties (2)

Recognition of Eagle Scout McKay Tanner –

Dave Hansen, Davis County Legacy Events Center Director

Treasurer Tax Prepayment Issue – Mark Altom, Davis County Treasurer

Mark Langston, Davis County Information Systems Director

BUSINESS/ACTION

Brandon Hatch, Davis Behavioral Health Director, presenting:

Amendment with Utah Div. of Substance Abuse & Mental Health – Access to Recovery (ATR) remove Care Coordination and renumber remaining subparagraphs (n/a)

Agreement with Utah Div. of Substance Abuse & Mental Health – Access to Recovery (ATR) Care

Coordination funding (receivable / pass through to DBH)

Lewis Garrett, Davis County Health Department Director, presenting:

Agreement with Utah Dept. of Health – EPICC (Environmental Policy and Improved Clinical Care) funds to provide and promote physical activity, nutrition, diabetes and heart disease public health interventions (receivable)

Agreements (5) with Retired Senior Volunteer Program – provide volunteers to help with services at:

Davis County Central Branch (Layton) Library

Davis County Animal Care & Control

Bluff Ridge Elementary School (Syracuse)

Centerville Elementary School

Circles Program/Family Connection Center

Marlin Eldred, Davis County Community & Economic Development Interim-Director, presenting:

Marketing Match Grant Application to Economic Development Corp. of Utah – to promote Northern Utah as an aerospace and composite cluster to help bring a Familiarization Tour for site selectors to our area (grant match)

Dave Hansen, Davis County Legacy Events Center Director, presenting:

Amendment with Snowhorse Catering, LLC – operation of concessions at Legacy Events Center (receivable)

Brooks Burr, Davis County Fair Coordinator, presenting:

Agreement with Clipper Publishing Co – sponsor of the 2015 Davis County Fair (receivable)

Agreement with Scentsy Fragrance – vendor and sponsor of the 2015 Davis County Fair (receivable)

Chris Sanford, Davis County Library Director, presenting:

Agreement with Utah Museum of Fine Arts – high-resolution images to reproduce giclees for the Kaysville Branch Library (payable)

Agreement with Westwood Mill & Cabinet, Inc. – display cases, donor bookcase and podium for the Kaysville Branch Library (payable)

Barry Burton, Davis County Planning Director, presenting:

Change order with Ascent Construction – various and number changes at the Kaysville Branch Library (payable)

Chief Deputy Kevin Fielding, Davis County Sheriff's Office, presenting:

Letter of agreement with Department of Homeland Security Federal Emergency Management Agency – to conduct an Integrated Emergency Management Course (n/a)

BOARD OF EQUALIZATION

Request approval of the Property Tax Register

CONSENT ITEMS

Personnel Register

Check Registers

COMMISSIONER COMMENTS

PUBLIC COMMENTS (3 Minutes per Person)

Pledge of Allegiance

Eagle Scout McKay Tanner led the Pledge of Allegiance. All in attendance were invited to stand and join in.

Bid opening for Autumn Glow HVAC

Luke Love, Davis County Facilities Interim Director, explained the need to replace the older HVAC

replacement

equipment at the Autumn Glow Senior Center with something more reliable and efficient. It will be partially funded by a Community Development Block Grant. There are 2 bidding options; 1) ductless split system to cool the kitchen; i.e. similar to what is installed in computer server rooms; 2) air handling unit that has ducted cooled and heated air.

Luke and Curtis Koch opened the following bids:

	BIDDER	Base Bid	Option 1	Option 2
1.	KHI Mechanical Services	\$86,779.00	\$40,198.00	\$22,666.00
2.	Mountain Valley Mechanical	\$52,145.00	\$9,475.00	\$18,000.00
3.	Pro Industrial Services	\$55,412.50	\$13,387.00	\$n/a
4.	First Service Mechanical Inc. (FSM Inc.)	\$51,300.00	\$9,830.00	\$14,512.00
5.	Innovative Sheet Metal Inc.	\$80,066.00	\$11,921.00	\$41,141.00

Curtis indicated the bids would be reviewed by the department for the best value, quality and long term sustainability weighed in with price and return with a recommendation to the Commission.

New procedure
for selling
surplus
properties

Tony Thompson, Davis County Property Manager, explained the Property Committee has worked on a new procedure to get surplus properties, scattered amongst the County, back on the tax role. It was determined to approach abutting property owners surrounding the surplus property to have the first opportunity to bid. Commissioner Millburn explained that across the County there are hundreds of small slivers of separate parcels of land. For whatever reason, when the subdivision was being developed or surveyed, these properties that have little value sitting by themselves and are not on the tax rolls. They have generally come into the possession of the County on a tax sale (May Tax Sale). Properties on a tax sale are parcels that taxes have not been paid for 5 years and were not purchased. Often abutting property owners are actually using the property without knowing it. Therefore, abutting property owners are given the first opportunity to bid/purchase them. Tony is hopeful this will be a successful process. Commissioner Millburn asked for patience with this new procedure. They will meet with legal counsel and verify it is done properly.

Bid openings
(2) of Surplus
Tax Sale
properties

Regarding first property, Tony surmised that through different sales of property the parcel was left behind on a transaction. This property was struck to the County in 2011. Delinquent taxes and penalties due at that time were \$2,272.54. It is .08 acre. The Assessor’s Office assessed value is \$4,072.00. There was 1 bid received:

1	2070 E Hwy 193, Layton; Tax ID 09-111-0087	\$2,000.00 James M Henley
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The second property is .08 acre. It was part of the old railroad right-of-way. It appears to have been dropped off through a sale of a property and not included in the sale to the new property owner. It is currently being used as part of their yard. It was struck to the County in 2009. Delinquent taxes and penalties due at that time were \$883.36. The Assessor’s Office assessed value is \$2,606.00. There was 1 bid received:

2	1410 W 700 S, Syracuse; Tax ID 12-051-0048	\$1,501.00 Richard K Francis
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Commissioner Millburn indicated the bids will be reviewed with legal council along with all entities involved that need to review the bids to make sure everything has been handled properly.

Dave Hansen, Davis County Legacy Events Center Director, introduced Eagle Scout McKay Tanner. He recognized McKay’s Eagle Scout project in which he organized volunteers to prep and paint 3 stairwells at

the Legacy Events Center (pictures were shown). McKay introduced his family in attendance; his mother, grandmother, 2 sisters and his brother. He said it was not easy organizing a workforce of 14 volunteer, and that prepping, prior to painting, was the hardest part of the project. The Commissioners thanked McKay for giving back to the community by beautifying the Legacy Events Center and encouraged him to use what he has learned in the scouting program, setting goals, as he goes through life. They presented him with a Davis County coin in recognition of his service.

Mark Altom, Davis County Treasurer, indicated about 3 weeks ago they had discovered a payment processing error that happened last fall with a number of participants in a pre-payment program for property tax. He explained the pre-payment program takes an automatic payment from individuals on the 5th or the 20th of each month January through September (9 months). It was found that the payments that processed on September 20, 2014 were credited with 2 payments. There were 24 pre-payment participants the system gave a double credit for on their tax notice that came out in October. Normally, they have 9 payments (Jan – Sept) but the computer system gave them credit for 10 payments. Those that received the tax notice, and in good faith, paid the balance of the tax due. So in essence, they are short on those payments. There was one instance where the payment was posted to another property in error. In this instance, they have been in touch with the property owner to resolve the issue. On 23 of the 24 properties, they are currently not aware of the problem. Mark's recommendation is to send a letter to the 23 individuals and tell them the balance of the tax that is due. The total amount owing for the 23 participants is \$2,972.11, ranging from a high of \$328.00 to \$32.32. He felt it was the right thing to do to present this information in an open and public meeting to let the public know this error has occurred and that the County is in the process of rectifying the situation. The letter being sent will explain the error and include a copy of their original tax notice showing they received credit for 10 payments. Their corrected records will reflect only the 9 payments having been made. The letter will indicate their balance due. As a reasonable consideration, they will be given 60 days from today to pay the balance without penalty or interest. They will also be given the option, with their authorization, of increasing their future 6 payments to make up the difference.

Mark Langston, Davis County Information Systems Director, indicated the rules for the program had been changed to allow the posting of the pre-payments earlier, which is when the oversight occurred. They had been collecting all 9 payments in a pre-paid account, and when the taxes were actually calculated, they would then apply them to their tax bill. It caused some confusion to some, looking at the website, seeing the total amount due and they hadn't been credited with their payments. The pre-payments were not rolled in until the 10th payment came in. The issue has been corrected. Mark gave credit to an honest taxpayer who brought this situation to the County's attention.

Commissioner Millburn said in the grand scheme of things, a couple thousand dollars out of millions isn't a whole lot and 24 parcels out of +90,000 is not that many, BUT, as pointed out, we are trying to be transparent in all things. When mistakes are made we will be responsible for those. He appreciated the explanation and the process to work with the property owners to make it as smooth and painless to make those adjustments.

Brandon Hatch, Davis Behavioral Health Director, presented the following:

Amendment #2013-397-B with Utah Dept. of Human Services, Division of Substance Abuse & Mental Health to revise the language in Part II., Scope of Work in the Access to Recovery (ATR) contract. The revision is to: 1) remove the Care Coordination portion which will be covered in a new contract to fund the position; 2) renumber the remaining subparagraphs. The contract amount and contract period is unchanged.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2015-103 UT
Dept of Human
Services –
funding Care
Coordinator in
ATR

Agreement #2015-103 with Utah Dept. of Human Services, Division of Substance Abuse & Mental Health to fund a Care Coordinator in the Access to Recovery (ATR) Program. Contract amount is a receivable pass-through to Davis Behavioral Health for \$180,000.00. Contract period is March 25, 2015 through June 30, 2019.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2015-104 UT
Dept of Health
– EPICC
funding

Lewis Garrett, Davis County Health Department Director, presented the following:

Agreement #2015-104 with the Utah Dept. of Health to fund a new program, EPICC (Environmental Policy and Improved Clinical Care). The 1422 funds provide funding to promote physical activity, nutrition, diabetes and heart diseases public health interventions to improve the health of residents. It will fund a part-time employee to promote these activities. It is a receivable in the amount of \$62,500.00. Contract period is March 2, 2015 through September 30, 2015.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Budget change
procedures
discussed

Lewis indicated the EPICC agreement required a budget change as they are unanticipated funds. Curtis Koch responded that by state statute a public hearing is to be held on budget changes no matter the amount. For financial efficiencies, budget changes will be presented for approval through a public hearing on a quarterly basis. What they are asking the departments to do is to cover the amount out of their current budget until the proper public hearing process is held.

MOU
#2015-105
RSVP
volunteers @
Central Branch
Library

Memo of Understanding #2015-105 with the Retired Senior Volunteer Program (RSVP) to provide volunteers to help with services at the Davis County Central Branch Library. No monies involved. Contract period is March 2, 2015 through December 31, 2017.

MOU
#2015-106
RSVP
volunteers @
DCAC&C

Memo of Understanding #2015-106 with the Retired Senior Volunteer Program (RSVP) to provide volunteers to help with services at the Davis County Animal Care & Control. No monies involved. Contract period is March 1, 2015 through March 1, 2018.

MOU
#2015-107
RSVP
volunteers @
Bluff Ridge
Elementary

Memo of Understanding #2015-107 with the Retired Senior Volunteer Program (RSVP) to provide volunteers to help with services at Bluff Ridge Elementary School in Syracuse. No monies involved. Contract period is March 2015 through March 2018.

MOU
#2015-108
RSVP
volunteers @
Centerville
Elementary

Memo of Understanding #2015-108 with the Retired Senior Volunteer Program (RSVP) to provide volunteers to help with services at Centerville Elementary School. No monies involved. Contract period is March 11, 2015 through May 31, 2016.

MOU
#2015-109
RSVP
volunteers @
Circles/
Clearfield/FCC

Memo of Understanding #2015-109 with the Retired Senior Volunteer Program (RSVP) to provide volunteers to help with services at the Circles Clearfield/Family Connection Center. This is a new program enabling individuals and families living in poverty to become self-sufficient without relying on public assistance. The volunteers will be trained as coaches. No monies involved. Contract period is March 1, 2015 through March 1, 2018.

Motion and
vote re: MOU's
with RSVP

Commissioner Petroff made a motion to approve the Memos of Understanding with the Retired Senior Volunteers Program to provide volunteers at the Davis County Central Branch Library, Davis County Animal Care & Control, Bluff Ridge Elementary School, Centerville Elementary School and the Circles

Clearfield/Family Connection Center. Commissioner Smith seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Marketing Match Grant App #2015-110 to EDCUtah for to bring a Familiarization Tour for CANU

Marlin Eldred, Davis County Community & Economic Development Interim Director, presented a marketing match grant application #2015-110 to Economic Development Corp. of Utah (EDCUtah). It will be submitted along with Box Elder and Weber County, Brigham and Ogden City to help bring a Familiarization Tour for site selectors to our area in 2016. He explained Composites and Aerospace Northern Utah (CANU) is a regional effort to promote Northern Utah as an Aerospace and Composite Cluster. The local match is \$2,500.00 which will come from the Business Development Loan Fund so there is no cost to the County. The reason for the commitment letter is the funding has to be driven through a public entity.

Commissioner Petroff made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Amendment #2014-413A Snowhorse Catering at the LEC

Dave Hansen, Davis County Facilities Director, presented amendment #2014-413A with Snowhorse Catering, LLC to continue to operate the concessions and fill the County owned vending machines. They will pay the County 7% of their gross sales through the concession stands and 10% of vending machine sales. Contract period is through March 31, 2016.

Commissioner Petroff made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2015-111 Clipper Publishing 2015 Fair sponsor

Brooks Burr, Davis County Fair Coordinator, presented the following:
Agreement #2015-111 with Clipper Publishing Company as a sponsor of the information booth and main stage during the 2015 Davis County Fair. It is a receivable in the amount of \$3,000.00. Contract period is March through August 2015.

Commissioner Petroff made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2015-112 Scentsy Fragrance 2015 Fair sponsor

Agreement #2015-112 with Scentsy Fragrance to be a sponsor and vender at the 2015 Davis County Fair. The receivable amount is \$590.00. Contract period is August 12-15, 2015.

Commissioner Petroff made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2015-113 UT Museum of Fine Arts for high-resolution images to reproduce giclees at Kaysville Library

Chris Sanford, Davis County Library Director, presented the following:
Agreement #2015-113 with the Utah Museum of Fine Arts to provide high-resolution images to be reproduced as giclees reproductions which will be the primary art on display in the new Kaysville Branch Library. The payable amount is \$720.00. Contact period is March 24, 2015 through May 31, 2015. Commissioner Smith recently toured the new construction and said these reproductions will be an important part of the interior image of the library.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement #2015-114 Westwood Mill & Cabinet woodwork for Kaysville Library

Agreement #2015-114 with Westwood Mill & Cabinet, Inc. for woodwork for the Kaysville Branch Library: 2 rolling display cases, a podium and a donor bookcase to showcase the Blood Trust collection. The bookcase will provide formal acknowledgement of the work and contributions of Alan and Kay Blood and their trust of the enhancements of the collection in Kaysville. The payable amount is \$5,926.00. Contract period is March 24, 2015 through August 1, 2015.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Change order
#2014-199E
Ascent
Construction at
Kaysville
Library

Barry Burton, Davis County Planning Director, presented change order #2014-199E with Ascent Construction for various and numerous changes/requests made during the construction of the Kaysville Branch Library. The payable amount is \$13,594.62. Contract period remains the same. Commissioner Millburn, who also toured the construction site, said that it was “Spectacular!” The Commissioners thanked Barry and Luke for their involvement in the construction project.

Commissioner Petroff made a motion to approve. Commissioner Smith seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Letter of
agreement US
Dept. of
Homeland
Security to
conducted
customized
training course

Chief Deputy Kevin Fielding, Davis County Sheriff’s Office, presented a letter of agreement with the Department of Homeland Security Federal Emergency Management Agency (FEMA) to conduct an Integrated Emergency Management Course. Commissioner Millburn indicated the training will be developed specifically around what would be faced here in Davis County. Commissioner Petroff said that the trainers will come to Davis County to review and prepare a customized training course which will then be held in Emmetsburg, Maryland. Seventy-five emergency management individuals throughout the County will attend the training June 22-25, 2015.

Commissioner Smith made a motion to approve. Commissioner Petroff seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Board of
Equalization

Commissioner Smith made a motion to convene as the Board of Equalization. Commissioner Petroff seconded the motion. All voted aye.

Property Tax
Register
approved

Diane Law, Davis County Tax Administration Lead, presented the Property Tax Register which reflected 2 veteran abatements.

Commissioner Petroff made a motion to approve. Commissioner Smith seconded the motion. All voted aye.

Reconvene
Commission
Meeting

Commissioner Smith made a motion to reconvene Commission Meeting. Commissioner Petroff seconded the motion. All voted aye.

Personnel
Register
approved

Commissioner Petroff made a motion to approve the Personnel Register. Commissioner Smith seconded the motion. All voted aye.

Check registers
approved

Check registers as prepared by the Davis County Clerk/Auditor’s Office were approved with a motion by Commissioner Smith. Commissioner Petroff seconded the motion. All voted aye.

Commissioner
comments

Commissioner comments:

Commissioner Petroff commented on March Madness (NCAA Basketball Tournament) joking that of the 13 million brackets, there were only 300 that were still good due to all of the upsets.

No public
comment

No public comment.

Meeting adjourned. 10:52 am

Clerk/Auditor

Commission Chair